

## FACT SHEET

### What Command Triads Need to Know about the Navy Voluntary Education Program

#### **Naval Education and Training Professional Development Center (NETPDC)**

**N2/Navy Voluntary Education (VOLED) Department Mission:** The VOLED Department is responsible for providing education counseling and services world-wide to Sailors and their family members. Among its many programs, the VOLED Department manages Tuition Assistance and Navy College for Afloat College Education Distance Learning (TA/NCPACE DL) processing and funding, the NCPACE program, the United Services Military Apprenticeship Program (USMAP), and the Non-Resident Training Course Program (NRTC). Additionally, NETPDC N2 serves as the principal advisor to Office of the Chief of Naval Operations (OPNAV N127) on VOLED policy and program execution.

**Command Support of Voluntary Education:** Command triads play a significant role in fostering an environment that encourages Sailors to pursue voluntary education and certifications. Command leadership is also vital in determining which Sailors are ready and able to manage the additional work. The Command Education Services Officer (ESO) serves as the primary interface with Sailors and VOLED programs, and ESO's help to ensure processes are properly understood and executed. Specific guidance can be found in OPNAVINST 1560.9A.

#### **Virtual Services**

Navy College Program (NCP) Website: The gateway to Navy VOLED, this website provides easy access to and "one-stop shopping" for all of the Navy's voluntary education policies and procedures. Sailors accessing the site will find a VOLED Wizard to help them navigate the process, numerous resources, and a range of virtual communication channels including text messaging, web-chat, and online scheduling for education counseling appointments. Website: <https://www.navycollege.navy.mil>.

Navy College Virtual Education Center (NCVEC): Serves as the hub for administering Navy VOLED programs and services. The NCVEC is open Monday - Friday from 0700 - 1900 Eastern Time and is staffed by Navy College education counselors who provide information and education counseling services through a virtual delivery model.

Navy College Offices (NCOs): For decades NCOs have been the primary source for VOLED information. All OCONUS NCOs remain open for business. All but four CONUS NCOs closed in FY16. The remaining four (Naval Station Norfolk, Naval Air Station Jacksonville, Naval Base San Diego, and Naval Base Kitsap) closed the end of FY17. This phased transition in CONUS from traditional "brick and mortar" service delivery to virtual service provides Sailors with VOLED access and support at the time and place most convenient for them.

Interactive Multi-Media Instructions (IMIs)/Resources: There are IMI educational tools and other resources available to Sailors and commands. The Navy Tuition Assistance training IMI emphasizes the tenets of Navy TA policy and the WebTA application, approval, and authorization process. The Navy Virtual Counseling 101 training IMI provides information and guidance on establishing education and career goals, selecting and applying to an academic institution, and an understanding of the higher education life cycle. The NCPACE Policy and Procedures Training provides information and guidance on the NCPACE Distance Learning (DL) and contracted Instructor Led (IL) programs. The TA and Virtual Counseling IMIs, as well as the NCPACE training, are available in the My Education Module of the NCP website. The VOLED Essentials for the ESO/CCC IMI will provide ESOs and CCCs with an overview of Navy and DOD policies to include information, guidance, and benefits of VOLED products and services and is located on the NCP website under the *Resources* tab. Additional videos, presentations, and instructions are also available on the NCP website under the *Resources* tab.

Counseling/Testing Scheduler Tool: My Navy Portal (MNP) (<https://www.mnp.navy.mil/group/training-education-qualifications/appointment-scheduler>) allows Sailors to select three services: Education Counseling (general counseling, TA counseling, or NCPACE counseling), Foreign Language testing (DLAB/DLPT), and Academic testing (SAT/ACT). Note: For CONUS, Language testing is administered by the Center for Information Warfare Training (CIWT); for OCONUS locations, it is administered by the Navy College Offices (NCOs). You will need a CAC-enabled device to access the MNP scheduler.

WebTA/NCPACE DL Automation: Allows for expedited WebTA/NCPACE DL funding. If a Sailor's school uploaded their course catalog and tuition rates to the Academic Institution Module (AIM), the application can be funded when a Sailor's command approval occurs in My Education. When a WebTA/NCPACE DL application is created, Sailors must select their course and tuition information from the electronically uploaded catalog and tuition costs in My Education. Sailors must complete all training requirements, have a degree plan loaded and approved, have been counseled by a Navy College Counselor and not owe money for reimbursable grades or incomplete courses.

Navy College Program Mobile APP: The Navy College Program (NCP) Mobile App offers Sailors mobile access to NCP planning tools, a counseling appointment scheduler, and applications previously available only through the NCOs or the NCVEC. Sailors can complete required training, submit a WebTA/NCPACE DL application, view the status of existing applications, and schedule a counseling appointment. The App also provides video tutorials for Sailors and commands, and links customers to the NCVEC and the Joint Services Transcript (JST) log in page (allowing Sailors to request their official JST). The NCP app is a bring-your-own-device (BYOD) tool designed to work on personal devices outside of the NMCI domain. Users can download the app from the App Store and Google Play Store at no cost. To find the free Navy College Program app, search "Navy College" or "NCP" in app stores or in your Web browser.

**Region Advisors (RAs)**: There are two NETPDC VOLED RAs assigned to each CONUS CNIC region, serving as the on-site education advisor to the Regional Admiral and staff. The RAs are also a resource for all triads within their respective region. RAs provide advice and assistance in planning, developing, implementing, and managing a command's VOLED program. RA contact information is located at <https://www.navycollege.navy.mil/information-for-commands/voled-support.htm>.

**On-base Academic Institutions (AIs) and Base Access**: Hosting academic institutions on-base or allowing base access to a visiting school is, and always has been, the prerogative of the installation Commanding Officer. NETPDC RAs will provide expert advice and assistance to you in managing the associated processes. Academic institutions desiring access to any Navy installation must use the Academic Institution Module to request visitation (<https://aiportal.acc.af.mil/aiportal/Account/Login>). Each request will be screened by the responsible RA and approved/disapproved based on DoD, Navy VOLED, region, and installation policies. Base/installation access requests are governed by provisions of DoDI 1322.25. For more information, visit the Navy College Program Academic Institution Module (AIM) at <https://www.navycollege.navy.mil/information-for-academic-institutions/index.htm>.

**Tuition Assistance/NCPACE DL Benefits**: There is a fiscal year credit limit of 16 semester hours, 24 quarter hours or 240 clock hours (or a combination thereof) per individual through TA, NCPACE DL, or any combination of the two. Payment for tuition will not exceed the following caps: \$250.00 per semester hour; \$166.67 per quarter hour; \$16.67 per clock hour. Visit the Navy College Program website for specific TA guidelines.

**Tuition Assistance/NCPACE DL Command Approver (CA) Responsibilities**: The command review and approval process occurs prior to a WebTA/NCPACE DL application being authorized/funded by a VOLED staff member. The Commanding Officer or a designated appointee must be the CA. For more information, download the *"Command Responsibilities for Approving Military Tuition Assistance (TA) Applications"* document under 'Resources' > 'Resources for Commands' at the NCP website for details. Additionally, there is Tuition Assistance Command Approver training video to facilitate the command approval process at 'Resources' > 'Videos & Presentations'. Per NAVADMIN 219/16, courses starting on or after 1 January 2017 must be submitted and command-approved between 120 and 14 days preceding the institution's published term start date.



**Navy College Program for Afloat College Education (NCPACE):** The objective of NCPACE is to provide personnel assigned to Type 2 and 4 (sea duty) commands access to education opportunities. Instructor Led (IL) courses may be offered while on deployment or at home port/station. IL courses are taught in-person by an instructor berthed aboard the command. Tuition for NCPACE IL courses is funded by the Navy at 100%, but students are responsible for the cost of textbooks and related materials. Distance Learning (DL) courses are self-contained, requiring no internet connection or on-site instructor, and upon completion, coursework is sent back to the academic institution for evaluation. NCPACE DL courses are now funded using the same rate authorized for TA courses and are available at for eligible Sailors. Command support is vital for the success of NCPACE. Please designate your NCPACE Coordinator well in advance of deployment, as the Coordinator will need to be proactive in engaging the VOLED staff to work through administrative and logistical requirements. Checklists, briefs, and additional references may be found on the NCP website under the *Commands* tab.

**United Services Military Apprenticeship Program (USMAP):** USMAP is a formal military training program that offers military service members the opportunity to complete civilian apprenticeship requirements while on active duty. Upon completion of the documented skills, the Department of Labor (DOL) provides a nationally-recognized Certificate of Completion and Journeyman card, which are highly valued in the civilian workplace. Apprenticeships may take up to several years of on-the-job training and require a list of duties be verified and signed-off by a supervisor. There is no cost to the service member, and the program does not require off-duty time. Specific guidance can be found in OPNAVINST 1560.10D. For more information about USMAP, visit: <https://usmap.netc.navy.mil> or <https://www.navycollege.navy.mil/resources/other-navy-programs.htm>.

**NETPDC's Commitment to You:** NETPDC will provide up-to-date information and resources through the Navy College Program (NCP) website, the Navy College Virtual Education Center (NCVEC), and the VOLED page on Facebook™. Additionally, we are available to discuss any questions or issues you may have that are not addressed through virtual means. VOLED contact info is as follows:

NETPDC leadership can be reached at (850) 473-6004 (DSN 753)

Navy College VOLED Department can be reached at (757) 492-0802 (DSN 492)

The Navy College Virtual Education Center is open Monday - Friday from 0700 - 1900 Eastern Time and can be reached at (877) 838-1659, DSN 492-4684/CML (757) 492-4684, or through the Assistance Center and live chat on the Navy College Program website.

For more information on the Navy College Program and the Navy College Virtual Education Center visit: <https://www.navycollege.navy.mil>.

To download the **Navy College Program App**, visit Google Play™ or the App Store™.

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